

1605 - SENIOR PROCUREMENT SPECIALIST

NATURE OF WORK

Advanced procurement work with supervisory responsibility; employee in this classification is responsible for assigning and reviewing work of Buyers.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Prepares formal Request for Proposals (RFPs), Request for Qualifications (RFOs), and Invitation to Bids (ITBs) for construction projects, Architectural and Engineering services, and the purchase of goods and services.

Conducts pre-proposal conferences.

Makes recommendations concerning major purchase agreements for materials, capital equipment, supplies, contract services and contractual decisions in the coordination of all major/minor purchases and contracts.

Performs detailed purchasing work to include securing quotes, processing purchase orders, and maintaining detailed records of activities.

Assigns and reviews work of Buyers.

Works independently on moderately complex projects.

Receives, examines and processes departmental requisitions for routine and non-routine goods, services and construction.

Works on special projects, as assigned by Procurement Director and Assistant Procurement Director.

Reviews repetitive purchases for incorporation into contracts which are economically advantageous.

Analyzes buying patterns and needs; keeps abreast of new product lines.

Assists in training and development of Buyers

Provides training to City-wide employees on proper purchasing procedures.

Ensures responsiveness to departments' requests for information.

Maintains good working relationships with vendors, City employees and other city agencies.

Prepares specifications and bid documents for formal and informal bid requests, as required.

Expedites the delivery of goods, and evaluates vendor performance.

KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of the nomenclature and usage of a large variety of commodities.

Knowledge of the Consultant's Competitive Negotiation Act (Section 287.055, Florida Statutes).

Ability to maintain contract documents and prepare reports.

Considerable knowledge of the methods and procedures for issuing various solicitations; Invitations to Bid, Request for Qualifications, Request for Proposals, and informal quotes.

Ability to plan and coordinate work assignments; ability to locate sources and maintain an accurate record keeping system.

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Considerable knowledge of sources and prices for the purchasing of various commodities.

Ability to establish and maintain effective working relationships with vendors, City employees and the general public.

Knowledge of modern office practices, procedures, and equipment.

Ability to establish an effective bidders= mailing list that results in maximum competition.

Ability to write in a clear and concise manner.

MINIMUM REQUIREMENTS

Graduation from an accredited college or university with a Bachelor=s degree in Public or Business Administration, or a related field. Three (3) years procurement/purchasing experience which demonstrates competencies in required knowledge, skills and abilities needed for this position. Experience may substitute for education on a year-for-year basis. **DESIRES:** Positive attitude and ability to maintain composure. Excellent written and oral communication skills. Knowledge of Windows, Office Suite (i.e., Word, Excel, Access, Powerpoint) and automated purchasing system. Certification from the National Institute of Governmental Purchasing (N.I.G.P.) Or the National Association of Purchasing Management (N.A.P.M.).

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are received and work is performed with moderate latitude for the use of independent judgment in the selection of work methods and procedures and is subject to review for compliance with departmental standards and objectives.

SUPERVISION EXERCISED

Supervises the work of Buyers.

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